

Reference Number: 400-01-DD

Title of Document: State Service Award Program

Date of Issue: May 28, 1987

Effective Date: May 28, 1987

Last Review Date: April 9, 2003 Revised

Date of Last Revision: April 9, 2003

Employment at Will **THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Applicability: All DDSN State Employees

The Department participates in the State of South Carolina Service Award Program. The State Service Award Program awards service pins and certificates for ten, twenty, thirty, forty and fifty years of service with the State of South Carolina.

ELIGIBILITY

Employees of all agencies of South Carolina State Government are eligible to receive the appropriate service award after completing ten, twenty, thirty, forty and fifty years of service. For the purpose of this program, all employment with the State will be cumulative. If an employee leaves State service and later is reemployed, whether by the same or a different agency, the length of both periods of employment shall be added together in order to determine eligibility. However, only those periods of employment during which the employee was scheduled to work not less than one-half of the employing agency's normal work week may be counted.

AWARDS

During the year that an employee reaches one of the service milestones set forth above, he or she will be awarded the appropriate service pin and certificate. Each Facility Administrator should determine the most appropriate method of presenting these awards to employees.

Ten Years	1/10 10K Gold Filled
Twenty Years	10K Gold with three amethysts

Thirty Years	10K Gold with one diamond and two amethysts
Forty Years	10K Gold with two diamonds and one amethyst
Fifty Years	10K Gold with three diamonds

DUPLICATE PINS

If an emblem is lost, a duplicate emblem will not be issued. However, these must be purchased through the Human Resource Management Office.

Wayne D. Blanton
Director
Human Resources & Legal Services
(Originator)

Stan J. Butkus, Ph.D.
State Director
(Approved)